



Calendar

Responding to Meetings

Meeting request include a virtual RSVP function. Upon receiving a meeting request, the next step should be sending a response. When viewing the meeting request in **Inbox**, choose the appropriate option in the Ribbon at the top right of the email. If you will be attending, click the  Accept button drop down and select Send the Response Now. If you cannot attend the meeting, click the  Decline drop down and select Send the Response Now. The meeting organizer can accurately choose to continue with the meeting at the scheduled time or reschedule depending on how many people respond to the meeting request.

Scheduling Appointments

Appointments allow users to keep track of their work week on a virtual calendar. With the use of formatting options, one can keep all their personal appointments and professional appointments segmented using color categorization. To create a new appointment, follow these steps.

1. Under **Home** tab click **New Appointment**.
2. Type the title of your appointment.
3. Click Categorize in the **Appointment** tab if it's possible to place your appointment in category.
4. Select the date and time of the appointment and how long it will last.

5. In the options section of the **Appointment** tab, change the **Show As:** option to busy or Out of Office so others know you are not available during that period.

Scheduling Meetings

Outlook allows for users to schedule their entire day on their virtual calendar. This feature makes scheduling meetings much quicker and easier because when a user needs to schedule a meeting with coworkers or manager, Outlook will show available times for all parties. The key to this working properly is for everyone using Outlook to schedule their days on the calendar. To schedule a new meeting, follow these steps.

1. Under **Home** tab, click **New Meeting**.
2. Enter a title
3. Click **Required** to select who must attend the meeting. If this person cannot make it, the creator must be informed, and the meeting is postponed.
4. Click **Optional** for those who are not required to come but can still participate.

The next step to creating a meeting is scheduling a time. To make this easier, Outlook has a Scheduling Assistant tab. Scheduling Assistant has a calendar view that shows all attendees schedules. Users can see available times for all attendees. There is also a suggested times widget to the right of the calendar. This shows time periods when all parties are available.

Share Calendar

Your calendar helps your coworkers understand your schedule. The **Share Calendar** button in the **Home** tab allows users to change the privacy setting of their calendar with those their organization. To make calendar available to those in your organization, follow these steps.

1. Under **Home** tab, click **Share Calendar**.
2. In the **Permissions** tab, make sure **Can View Titles and Locations**.
3. Click **Apply** and **OK**.